

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	CLERK OF COURT
Opening Date:	October 27, 2014
Closing Date:	November 28, 2014 (or until filled)
Location:	Atlanta, Georgia
Salary:	\$161,679 - \$167,000 (JSP 17)

The United States Court of Appeals for the Eleventh Circuit invites applications for the position of **Clerk of Court**. A letter of application; resume outlining educational background, employment, salary history, and other relevant information; and, a self-edited writing sample of no more than five pages should be submitted by **November 28, 2014** to:

James P. Gerstenlauer, Circuit Executive
Attn: Human Resources Department
United States Court of Appeals for the Eleventh Circuit
56 Forsyth Street, NW
Atlanta, Georgia 30303

The person selected for the position will be required to undergo a background investigation. A security clearance will be required.

The Position: The Clerk of Court is an executive position appointed by the Court of Appeals under authority of Section 711 of Title 28 of the United States Code. The clerk has responsibility for all aspects of the clerk's office operations including supervision, planning, budgeting, case management, records management, financial management, personnel management, and automation management (68+ employees).

Specific Responsibilities: Manages all clerk's office functions including: appeal management, administration, personnel, statistical reporting, automation, court sessions, fiscal, procurement, and budget. Directly supervises upper-level managers and oversees and coordinates all appeal processing activities. Establishes, adjusts, and ensures compliance with quality control standards. Establishes and enforces operating procedures and standards and ensures compliance. Develops organizational goals and objectives. Establishes plans, priorities, and deadlines for completion of work assignments.

Duties and Responsibilities: The responsibilities of the position include, but are not limited to, the following:

- Conduct of the business of the Court, including case management; records maintenance; statistical reporting; special duties; opinion publication and circulation; operation of electronic systems, including word processing systems, case processing, and electronic filing. Must have familiarization with automation capabilities and techniques and with hiring, supervision, training, and promotion of management and line staff.
- Establishment and continuing maintenance of relationships with the district and bankruptcy courts of the circuit, the practicing Bar, and governmental agencies having business before the Court.
- As delegated by the Court under local rules, disposition of matters filed in cases before the court and determination of costs disputes.

- Interpretation, explanation to counsel, and implementation of the Federal Rules of Appellate Procedure and the rules of the Court.
- As requested, consultation with and recommendation to the Court on all matters affecting the orderly and expeditious directing of the Court's business.
- Participation in the process of planning the annual circuit budget and forecasting personnel needs.

Experience. Applicants must possess a minimum of 10 years of progressively responsible administrative experience in public service or business, which provides a thorough understanding of organizational, procedural, and human resource aspects of managing an organization. At least three years' experience must have been in a position of substantial management responsibility.

Qualifications:

- An undergraduate degree from an accredited college or university of recognized standing is required and an advanced degree in law, public administration, management or other related field is preferred;
- Extensive experience in court administration at the federal, state, or local level is preferred;
- An understanding of automated systems and their application in a court environment;
- The ability to assume and delegate authority;
- Strong analytical and interpersonal skills;
- Ability to communicate clearly both verbally and in writing; and
- Demonstrated creativity and initiative.

Additional Information:

The United States Court of Appeals for the Eleventh Circuit is headquartered in Atlanta, Georgia. The Eleventh Circuit encompasses the states of Alabama, Florida, and Georgia. Appellate filings originate from decisions of federal district and bankruptcy courts and administrative agencies within the circuit. The Clerk's Office currently supports eleven active judges and seven senior judges who reside throughout the circuit. Other support offices also stationed in Atlanta are: Circuit Executive, Staff Attorneys, Circuit Mediation, and Circuit Library. A copy of the position description is available upon request from the Human Resources Department at (404) 335-6202.

Conditions of Employment: Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Clerk of Court is also required to comply with financial disclosure reporting requirements. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care, and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-GRADE SALARY INCREASES	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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